

How to enable Gmail's Undo Send feature?

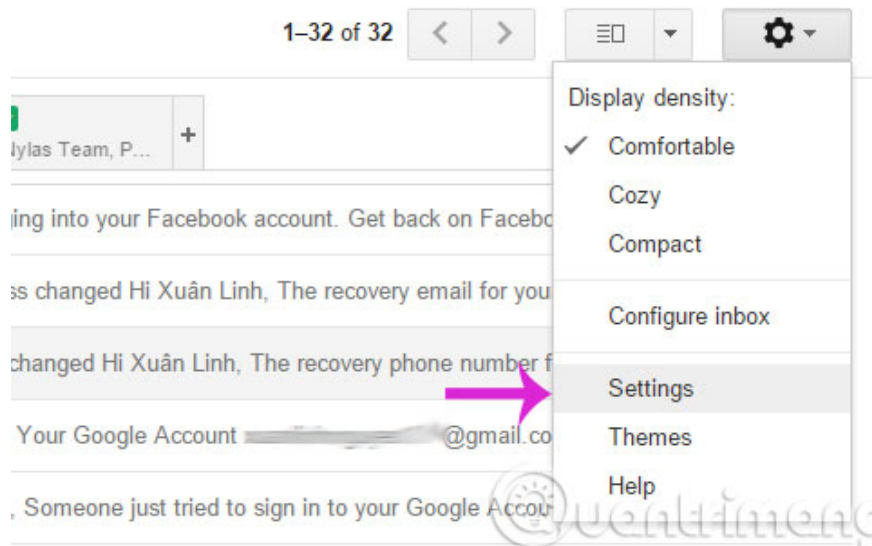
You are worried when you press the button to send an email with many errors with Gmail and are confused about how to summon it again like? Rest assured because Gmail has built-in email retrieval feature, this is an extremely useful feature if you misspelled someone's email.

You are worried when you press the button to send an email with errors in Gmail and are confused about how to "recall" it like? Rest assured because Gmail has built-in "send back mail" feature, this is an extremely useful feature if you misspelled an email to someone.

All you need to do is activate this feature. When enabled, each time you send an email, there is an **Undo** option to retrieve the email and prevent it from being sent. This **Undo** button will display for a period of **5-30 seconds** depending on your settings. If you do not know how to do it, you can refer to our guide below.

Step 1:

Log in to your Gmail account, click **the gear image** and select **Settings**



Step 2:

In the **Settings** interface, select the **General** tab and scroll down to the **Undo Send** section

Settings

The screenshot shows the Gmail 'Settings' page with the 'Undo Send' section highlighted. Three numbered annotations are present: '1' points to the 'Undo Send' label, '2' points to the 'Enable Undo Send' checkbox, and '3' points to the 'Send cancellation period' dropdown menu which is open and showing options 5, 10, 20, and 30 seconds.

1. Check the box **Enable Undo Send**
2. Select the time interval in the **Send cancellation period** line

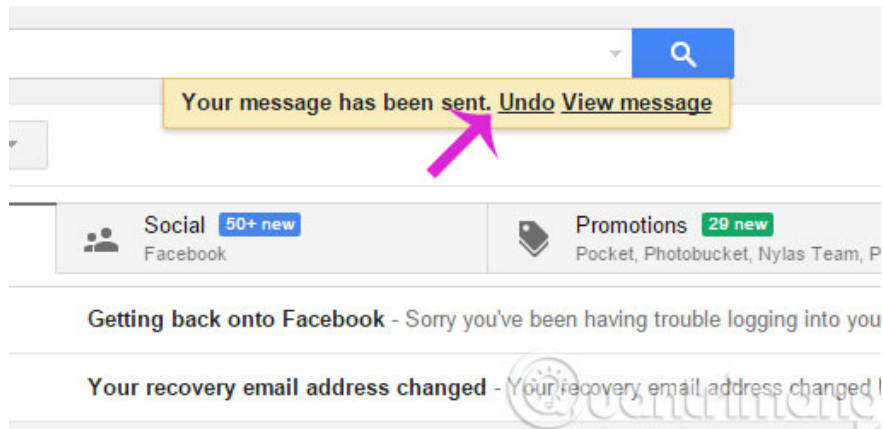
Step 3:

Scroll to the bottom of the page, click **Save Changes** to save the changes

The screenshot shows the bottom of the Gmail settings page. A pink arrow points to the 'Save Changes' button, which is located next to a 'Cancel' button. The background shows the 'Vacation responder' settings section.

Step 4:

Please send any mail, when you press **Send** to send, you will see an **Undo** button next to the message **Your message has been sent** . Click **Undo** to retrieve the mail.



From now on, whenever you send an email you can block it and retrieve it by clicking the Undo button. Note that this Undo button is only displayed for the time you set. After that time, you will have no way to retrieve the email sent.

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Good luck!

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